



CALL FOR ARTISTS

Seattle Parks and Recreation Writer-in-Residence 2002

Application Deadline: 5:00 p.m., Friday, December 6, 2002

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Please review all information carefully before applying.

Seattle Arts Commission

312 First Avenue North, 2nd Floor
Seattle, Washington 98109-4501
Phone: 206-684-7171, Fax: 206-684-7172
TDD: 800-833-6388, Tele-Braille: 800-833-6385
www.cityofseattle.net/arts

Mayor, City of Seattle

Greg Nickels

Seattle Arts Commission Staff

Michael Killoren, Executive Director
Barbara Goldstein, Program Director, Public and Community Arts
Carolyn Law, Pro Parks Art Planner

Seattle Parks and Recreation Writer-in-Residence 2002**Deadline: 5:00 p.m., Friday, December 6, 2002****Introduction**

The Seattle Arts Commission will select a practicing, published poet, fiction or creative non-fiction writer to be a writer “in-residence” at Seattle Parks and Recreation. The selection will be based on a creative residency proposal developed by the writer. This is not a true residency that provides housing in a retreat-like setting; it is an opportunity for a writer to become immersed in Seattle’s park system and produce original work based on that experience.

The selected writer is encouraged to consider the role and meaning of Seattle’s urban parks and create written materials that can be used by Parks and Recreation or the Seattle Arts Commission in a variety of ways. The writing should reflect a unique and meaningful perspective of parks and inspire fresh associations between urban parks and people. The artist will retain copyright for the writing and may publish it in other forms.

Background

Seattle is a city of striking topography situated in a magnificent landscape defined by mountain ranges and bodies of water. Over the years, Seattle’s planners have enhanced the urban landscape by creating outstanding parks and open spaces for outdoor recreation and contemplation. Seattle’s parks are an essential element in the city’s fabric, bringing together diverse communities for a variety of activities.

Seattle Parks and Recreation oversees the parks system. It is a multi-faceted organization that serves a myriad of needs for Seattle’s citizens of all ages. Its mission is “to work with all citizens to be good stewards of our environment, and to provide safe and welcoming opportunities to play, learn, contemplate and build community”. While Parks and Recreation generates a large variety of informational publications about its activities and facilities, there is an interest in commissioning a different, more personal kind of writing that can touch on what parks mean to people.

The idea of the writer “in-residence” commission is to develop a residency proposal that will allow them to create imaginative material that can communicate people’s passion about parks; that might enliven materials for community outreach and interaction; or might broaden discussions between staff and with community members. The commissioned writer is invited to propose how his/her writing will be used.

Scope of Project

The Seattle Arts Commission invites writers to propose a residency that considers the meaning of Seattle parks. The primary values of this residency are for a writer to:

- # express and/or reveal something about Seattle’s parks;
- # develop writing that can speak to a diverse range of people; and
- # demonstrate an interest in the role literary arts can play in revealing civic life and the role parks play in the life of the city.

There is no specific duration required for the residency but a general guideline is four to six months. Parks and Recreation may be able to provide a small workspace on a part-time weekly basis.

The writer may explore various publishing and distribution methods for the writing. In fact, separate funds have been set aside for publication. However, there is no guarantee that the work produced by the writer will be published by the Seattle Arts Commission or included in Parks and Recreation material or on parks sites.

Eligibility

This project is open to practicing, published writers living in Washington state. Full-time students are ineligible.

Budget

\$10,000 to cover writer's time, materials, and living and travel expenses if from out of town.

Selection Criteria

A writer will be selected for the residency on the basis of the following criteria:

1. Quality of writing samples
2. History of on-going growth and exploration
3. Demonstrated commitment to the values of the project
4. Strength, creativity and appropriateness of residency proposal

Assistance for Your Residency Proposal

For application assistance, check the Seattle Arts Commission's Arts Resource Network at www.ArtsResourceNetwork.org/professional_growth/building_portfolios. Other helpful resources are Artist Trust, www.artisttrust.org/4artists and Richard Hugo House, www.hugohouse.org.

Deadline

Materials must be at the Seattle Arts Commission Office by **5:00 p.m., Friday, December 6, 2002**. Postmarks are NOT acceptable as proof of meeting the deadline. Please write "Seattle Parks and Recreation Writer-in-Residence 2002" on the submittal envelope.

Notification of Results

The artist selected for this commission will be notified after mid-January 2003. Please do not call the Seattle Arts Commission office to ask about the panel's recommendations. Applicants will receive notification of the panel's decision by letter. Materials accompanied by a return envelope with sufficient postage will be returned. The Seattle Arts Commission reserves the right not to select any of the applicants who apply.

Questions?

If you have questions after reading this prospectus, please call Carolyn Law, Pro Parks Art Planner, at 206-684-0754.

How to Apply

Please submit the following materials. (Make double-sided copies whenever possible.)

£ · **Application Form** (last page of this packet)

£ · **Proposal letter** – six copies, should include the following:

1. Tell us about yourself. Include details about how you work, what kind of writing you are involved in, why you would be interested in this residency and your consideration of the role of literary arts in civic life.
2. Write a description of your proposal for this residency. Include proposal details about:
 - # duration of residency;
 - # proposed use of time;
 - # how you would explore the Parks and Recreation Department;
 - # if you would want to use a small space at a Parks Department office;
 - # what you would produce; and
 - # how you might envision your writing being used.

£ · **Work Samples** – six copies

Ten pages of poetry or 30 pages of prose.

£ · **Typed Professional Resume** – six copies.

No longer than four pages, your resume should outline your experience as relevant to this residency.

£ · **Stamped Self-Addressed Envelope**

Materials must be accompanied by stamped self-addressed envelope. Every effort will be made to ensure the safe handling of submitted materials; however, the Seattle Arts Commission is not responsible for any loss or damage.

£ · **References**

Names, addresses, phone numbers and e-mail addresses for at least three references who can speak to the quality of your writing and your ability to work with a variety of people.

Application Form
CALL FOR ARTISTS
Seattle Parks and Recreation Writer-in-Residence 2002

Please write the name of the project on the submittal envelope. Incomplete or ineligible applications will not be reviewed. Applications received after 5:00 p.m., Friday, December 6, 2002, will not be accepted for review. Postmarks are NOT acceptable as proof of meeting deadline.

Mail submissions to: **Seattle Parks and Recreation Writer-in-Residence 2002**

Seattle Arts Commission
312 First Avenue North, 2nd Floor
Seattle, WA 98109-4501

Name	
Address	
City/State/Zip	
Phone (Day)	Phone (Evening)
E-mail	

Checklist:	For office use only:
<input type="checkbox"/> Application Form (this page)	
<input type="checkbox"/> Proposal Letter (six copies)	
<input type="checkbox"/> Work Samples (six copies)	
<input type="checkbox"/> Typed Professional Resume - (six copies)	
<input type="checkbox"/> Self-addressed Stamped Envelope	
<input type="checkbox"/> References – Attach typed list	

For office use only:

Opened by	Date
Entered into database	Date

Seattle Arts Commission

The Seattle Arts Commission, an agency of the City of Seattle, was established in 1971 to increase public awareness of and support for the arts. The Commission is composed of 15 volunteer members, appointed by the Mayor for two-year terms. All funding recommendations are made through a panel-review process and are subject to approval by the Commission.

Mission

The Seattle Arts Commission stimulates a diverse and lively arts environment that draws on the full potential of artists, reflects and responds to civic concerns and aspirations, and enriches the lives of all members of our community.

Goals

- § Stimulate the financial, physical, and human resources that will allow artists to thrive.
- § Expand public awareness of, involvement in, and access to arts and arts opportunities.
- § Nurture an environment that promotes interaction, dialogue, discussion, and lasting relationships between artists and the public.
- § Strengthen the role of arts in the lives of children and youth.

For additional information about the Seattle Arts Commission, to request a copy of our newsletter, *Seattle Arts* (which lists application deadlines, calls-for-artists and information about Arts Commission projects), or for other information, please call, write, fax or visit our Web site.

All Seattle Arts Commission guidelines/applications, newsletters, and other material are available in Braille or on cassette (tape). To request differently-formatted materials, call 206-684-7306 and allow three to six weeks for materials to be mailed to you.

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Seattle Arts Commission Programs

Art brings people together and extends the range of creative, productive opportunities for recreation, reflection, dialogue, and inspiration. Access to the arts is vital to our city's quality of life. Seattle is blessed with a wide range of artists and arts organizations, from the individual artist and teaching artists to the community-based group and the established institution.

They make art in all disciplines and a variety of aesthetics and traditions available to us all. To encourage these activities and ensure our community's access to them, the Seattle Arts Commission has created programs that give financial support to arts projects presented for public benefit.

The Seattle Arts Commission's **Public Art Program** was established by municipal ordinance in 1973 and specifies that one percent of City capital improvement project funds be set aside for the commission, purchase and installation of artworks. The Public Art program commissions and maintains the works of art in the City's municipal art collection, which are displayed in City buildings and on City property.

Artwork commissioned by this program may be created either as an integral part of an eligible construction project or at any other City-owned site. The Public Art Program acquires artworks through direct purchase of existing artwork or commission of new artwork in all media for the Portable Works Collection, a rotating collection exhibited in City-owned buildings; permanently-sited major indoor and outdoor artworks at sites owned by the City; design team projects bringing artist, architects and design professionals together to work on the overall design of a site or major planning project; and special

projects, such as neighborhood-initiated projects, temporary artworks, artist-residencies in City departments, and publications, which encourage artists to explore the process of creating art.

Seattle Arts Commission funding programs give financial support to artists and non-profit groups for a variety of arts projects and programs. Each funding program serves a specific purpose, which defines who may apply and how funds may be used.

Funding programs for individuals include the **Seattle Artists Program** and **Arts Projects**. Funding programs for organizations include **Emerging Organizations**, **Established Organizations** and **Civic Partners**. The Commission funds **Youth Arts** programs and is restructuring its **Arts in Education** programs.

All programs consistently support a range of arts organizations and their activities. The programs offer Seattle residents a high level of artistic quality, a wide range of artistic activities and disciplines and a diversity of aesthetics and forms of cultural expression. They also improve arts organizations' ability to provide that quality and range of arts activities, sustain themselves and fulfill their artistic mission.

The **Arts Resource Network** provides artists and organizations access to current financial, technical and human resources and helps them develop skills and capabilities. The Network is both a physical space and a virtual space, with face-to-face and online forums, exhibitions and performances, and networks for discourse, artmaking, information sharing, and problem-solving between and among all citizens of Seattle and beyond. The physical space will include a central downtown hub and satellite sites in many communities. Users will find computer stations, hard-copy information and in-person assistance with research at these sites. The virtual space is a dynamic Web site, **www.ArtsResourceNetwork.org**, that guides users to a range of public and private opportunities, information and links about the arts, and the opportunity to connect with others and explore art forms.

Seattle Arts Commission - General Funding Policies

Application Materials Are Public Information

Applications submitted to the Seattle Arts Commission become public information. Members of the public may see and copy them if they make a formal request. This is required by the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at 360-753-6804.

Discrimination Is Not Allowed On City-Funded Projects

Applicants receiving funds from the Seattle Arts Commission must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in City contracts, and Chapter 5.44, pertaining to license requirements. The complete text of these City codes is available at the Seattle Arts Commission office, the City Clerk's office, and the Seattle Public Library.

Business License Is Required

Organizations and individuals awarded funds from the Arts Commission must have a Seattle business license and a Washington state Unified Business Identification (UBI) number when they sign a contract for funding. (The license and UBI number are not needed to apply for funds.) Seattle Municipal Code, chapter 5.44 describes licensing requirements. You may see a copy of the Code at the Commission office, the City Clerk's office or the Seattle Public Library. The business license costs \$75 annually. For further information on business licenses, and to receive an application form, please call the Seattle Department of Licenses and Consumer Affairs at 206-684-8484. The one-time fee for a Washington State tax number is \$30. For further information, contact the Washington Department of Revenue at 800-647-7706.

Americans With Disabilities Act Applies to City-Funded Projects

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the differently-abled. The Seattle Arts Commission respects the needs of people with differing abilities and seeks to make available to applicants, participants, and all interested persons information regarding the provisions of the Americans With Disabilities Act and its applicability to the activities of our agency. For information about public meetings, accessibility, and auxiliary aids, please contact the Seattle Arts Commission at 206-684-7171 (voice), or 800-833-6385 (TDD Relay). This agency complies with all federal, state and local laws that prohibit discrimination in employment and services.

What the Arts Commission Can and Cannot Support

- § The Arts Commission may only purchase specific artistic services or products to benefit the citizens of Seattle.
- § The Arts Commission does not purchase dress rehearsals or religious services.
- § Arts Resources Programs do not:
 - § fund capital improvements or purchases of equipment.
 - § pay fiscal agents' fees or indirect costs associated with any project.
 - § fund programs or services that are budget line items of another government agency.
- § An organization may apply to only one program for organizational support per year. In addition to these programs, an organization may also apply to an education program, if eligible.

Seattle Arts Commission Supports Freedom of Expression

The Commission believes a community that fosters freedom of speech and thought will advance as a society. Artists play an important role in reflecting and challenging social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

Seattle Arts Commission Respects Diverse Cultures

The Commission respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- § Ensuring culturally diverse representation in decision-making through attention to cultural diversity in panel selection, hiring of staff, and Commission appointments.
- § Developing policies, documents, and procedures which remove barriers to participation.
- § Encouraging arts organizations to broaden representation on boards of directors and in employment.
- § Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.